

# RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

**Held**

**December 1,**

**2025**

**I. CALL TO ORDER – 10:00 a.m.**

At 10:00 a.m., Mr. Cavener moved to call the meeting to order. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

**II. PLEDGE OF ALLEGIANCE – Led by Chair Cavener**

**III. ROLL CALL**

Present: Chair Kevin Cavener, Vice Chair Jamie Leeseberg, Trustee Richard Angelou, and Fiscal Officer Darlene Wildes.

Also present: Fire Chief Brian Dunlevy, Police Chief David Briggs, HR Director Mindy Owens, IT Director Craig Main and Asst Fiscal Officer Cynthia Lampkins, Assistant Fire Chief Scott Davis, and Deputy Fire Chief Tom Lee.

**IV. VISITORS**

Joe Thomas, Director of Development, Metro Development LLC, 470 Olde Worthington Rd., Westerville, Ohio 43081

**V. PUBLIC COMMENTS**

There were no public comments.

**VI. CONSENT AGENDA**

Approval of **Minutes**: Regular Meeting, November 18, 2025

**Resolution 192-25**

Approval of **Warrants** of 11/15/2025 – 11/26/2025

Approval of **Consent Agenda**

Mr. Leeseberg moved to approve the Consent Agenda. Mr. Angelou seconded.

| Vote      | Yes |  | Abstain | Absent |
|-----------|-----|--|---------|--------|
| Cavener   | X   |  |         |        |
| Angelou   | X   |  |         |        |
| Leeseberg | X   |  |         |        |

**VII. CORRESPONDENCE**

A letter from COTA Project Manager Mike Anderson was reviewed regarding the COTA East-West Transit Feasibility Study.

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## VIII. NEW BUSINESS

### **Resolution 193-25 (Fiscal)**

Approve the transfer of funds from the Police Fund to the General Fund in the amount of \$100,000. This transfer is a reversal of a transfer made from the General Fund to the Police Fund in 2024.

Mr. Leeseberg moved to approve **Resolution 193-25**. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 194-25 (Fiscal)**

Authorize Advances from the General Fund to cover any fund in a negative position at year-end.

Mr. Cavener moved to approve **Resolution 194-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 195-25 (Fiscal)**

Authorize the Fiscal Officer to request property tax advances in Fiscal Year 2026.

Mr. Leeseberg moved to approve **Resolution 195-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 196-25 (Human Resources)**

Establish 2026 Salaries and Method of Compensation for Trustees and Fiscal Officer.

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Mr. Cavener moved to approve **Resolution 196-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 200-25 (Human Resources)**

Amend the Salary and Compensation Plan language regarding Step Increases.

Mr. Leeseberg moved to approve Resolution 200-25. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 198-25 (Fire)**

Accept the resignation of JaMar L. Perry, effective December 7, 2025.

Mr. Cavener moved to approve **Resolution 198-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 199-25 (Township)**

Authorize the Web Services Agreement with Revize LLC and the expenditure of \$4,970 per year for five years for website services.

Mr. Cavener moved to approve **Resolution 199-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

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## IX. UNSCHEDULED BUSINESS

Mr. Cavener said he would like to officially state for the record that although he was absent from the November 3<sup>rd</sup> meeting, he would have voted “No” on Resolution 182-25.

### **Resolution 201-25 (Fiscal)**

Authorize the Fiscal Officer to pay Software Solutions Inc.’s annual software support contract for accounting software and annual cloud subscription fee.

Mr. Cavener moved to approve **Resolution 201-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

## X. DEPARTMENT REPORTS/TRUSTEE COMMENTS

**Fiscal Department** – Fiscal Officer Wildes provided the 2026 revenue estimates and included both 2025 and 2026 budget. Prior to April 1<sup>st</sup> she plans to have the permanent appropriation resolution passed.

**Human Resources** – See attached report.

**Service Department/Code Enforcement** - There was no report as Director Boggs was on vacation.

**Police** – See attached report.

**Fire Division** – See attached report.

**IT** – There was no report.

**Trustees** – No comments.

## XI. EXECUTIVE SESSIONS

### **Township**

At 10:23 am, Mr. Cavener moved to enter into an Executive Session per ORC §121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of



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unneded, obsolete, or unfit-for-use property in accordance with §505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the general public interest. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

Present for the Executive Session were trustees Mr. Cavener, Mr. Leeseberg, and Mr. Angelou, Fiscal Officer Darlene Wildes, Police Chief Briggs, Fire Chief Dunlevy, Human Resources Director Mindy Owens, Assistant Fire Chief Davis, Assistant Fiscal Officer Cynthia Lampkins and Joe Thomas.

At 11:05 a.m., Mr. Leeseberg moved to exit the Executive Session. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

At 11:05 a.m., Mr. Leeseberg moved to enter into a regular session meeting. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Police**

At 11:08 a.m., Mr. Leeseberg moved to go into an Executive Session per ORC §121.22 (G)(1) Purpose: To consider the employment of a public employee. Mr. Cavener seconded.

Present for the Executive Session were Mr. Cavener, Mr. Leeseberg, and Mr. Angelou, Fiscal Officer Darlene Wildes, Fire Chief Dunlevy, Assistant Fire Chief Davis, Police Chief Briggs, Human Resources Director Mindy Owens, and Assistant Fiscal Officer Cynthia Lampkins.

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## **Human Resources**

At 11:20 a.m., discussion commenced per ORC §121.22 (G)(1) Purpose: To discuss the discipline of a public employee.

Present were Mr. Cavener, Mr. Leeseberg, and Mr. Angelou, Fiscal Officer Darlene Wildes, Human Resources Director Mindy Owens, and Assistant Fiscal Officer Cynthia Lampkins.

At 11:37 a.m., Mr. Leeseberg moved to exit Executive Session. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

## **Resolution 202-25 (Human Resources)**

Authorize a 3-day unpaid suspension for Employee ID 182, effective the next shift schedule.

Mr. Cavener moved to approve **Resolution 202-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

## **Resolution 203-25 (Human Resources)**

Authorize a 5-day unpaid suspension for Employee ID 31, effective the next shift schedule.

Mr. Cavener moved to approve **Resolution 203-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

## **Resolution 204-25 (Police)**

Authorize the Police Department to change their operational hours to Monday – Friday, 8:00 a.m. – 4:00 p.m., effective December 21, 2025, and the Chief of Police to implement the staffing schedule.

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Mr. Cavener moved to approve **Resolution 204-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### XII. ADJOURNMENT

At 11:40 a.m., Mr. Cavener moved to adjourn the meeting. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### BOARD OF TRUSTEES and FISCAL OFFICER MIFFLIN TOWNSHIP, FRANKLIN COUNTY

Kevin Cavener, Chair \_\_\_\_\_

Jamie Leeseberg, Trustee \_\_\_\_\_

Richard Angelou, Trustee \_\_\_\_\_

Darlene Wildes, Fiscal Officer \_\_\_\_\_



**MIFFLIN TOWNSHIP**  
**Peace. Safety. Welfare.**

**TRUSTEES REGULAR MEETING AGENDA**

**Monday, December 1, 2025, 10:00 a.m.**

**OPS Center**

**400 W Johnstown Rd., Gahanna  
2<sup>nd</sup> Floor, EOC Conference Room B**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. PUBLIC COMMENT**

Limit to five minutes per person. Township-related business only. (Time cannot be yielded to another person.)

**V. APPROVAL OF CONSENT AGENDA**

- Approval of Minutes:
  - November 18, 2025, Regular Meeting
- **Resolution 192-25** Warrants of 11/15/2025 – 11/26/2025

**VI. CORRESPONDENCE**

- COTA East-West Transit Feasibility Study, Mike Anderson, Project Manager

**VII. NEW BUSINESS**

**Resolution 193-25 (Fiscal)**

Transfer of \$100,000 back from the Police Fund to the General Fund

**Resolution 194-25 (Fiscal)**

Authorize Advances from the General Fund to cover funds ending the year with negative cash

**Resolution 195-25 (Fiscal)**

Authorize Property Tax Advances in 2026

**Resolution 196-25 (Human Resources)**

Establish 2026 Salaries and method of compensation for Trustees and Fiscal Officer

**Resolution 200-25 (Human Resources)**

Amend the Salary and Compensation Plan language regarding Step Increases

**Resolution 197-25 (Fire)**

Approve Nationwide First Responders Grants LLC to pursue an American Fire Grant

**Resolution 198-25 (Fire)**

Accept the resignation of Firefighter JaMar L. Perry effective December 7, 2025.

**Resolution 199-25 (Township)**

Approve the Website Agreement with Revize Web Services

**VIII. OLD BUSINESS**

**IX. UNSCHEDULED BUSINESS**

**X. DEPARTMENT REPORTS/TRUSTEE DISCUSSION**

- Fiscal Department – 2026 Revenue Estimate and Appropriations Process
- Human Resources
- Service Department/Code Enforcement Department – No report. Director Boggs is on vacation.
- Police Department
- Division of Fire
- IT – No report
- Trustees

**XI. EXECUTIVE SESSIONS**

• **Human Resources**

Per ORC §121.22 (G) (1) Purpose: To discuss the discipline of a public employee.

• **Police**

Per ORC §121.22 (G) (1) Purpose: To consider the employment of a public employee.

• **Township**

Per ORC §121.22 (G) (2) Purpose: To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the general public interest.

**XII. ADJOURNMENT**

**Reminders**

1. Tuesday, December 16, 1:30 p.m., Trustees Meeting, OPS Center
2. Thursday, December 25 - Township offices closed – Christmas holiday

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**Held** **November 18,** **2025**

I. **CALL TO ORDER** – 1:30 p.m. by Chair Cavener

II. **PLEDGE OF ALLEGIANCE** – Led by Chair Cavener

III. **ROLL CALL** Present: Chair Kevin Cavener, Vice Chair Jamie Leeseberg, Trustee Richard Angelou, and Fiscal Officer Darlene Wildes.

a. Also present: Fire Chief Brian Dunlevy, Police Chief David Briggs, Service Director Roger Boggs, HR Director Mindy Owens, IT Director Craig Main and Asst Fiscal Officer Cynthia Lampkins.

IV. **VISITORS**

10TV, Deputy Sheriff Upton, and Attorney Peter Griggs

V. **PUBLIC COMMENTS**

There were no public comments.

VI. **EXECUTIVE SESSION (Fiscal)**

Per ORC §121.22(G)(1) Purpose: To consider the employment of a public employee.

At 1:31 p.m., Mr. Leeseberg moved to go into Executive Session. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

Present were Trustees Cavener, Leeseberg and Angelou, Fiscal Officer Wildes, HR Director Mindy Owens, Attorney Peter Griggs, and Asst. Fiscal Officer Lampkins.

At 2:35 p.m., Mr. Cavener moved to exit Executive Session. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

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At 2:40 p.m., Mr. Cavener moved to enter regular session. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

The trustees recommended that the Police Department present its future plans to the Board at the next meeting.

## VII. CONSENT AGENDA

Approval of **Minutes**: Special Meeting, October 29, 2025  
Regular Meeting, November 3, 2025  
Special Meeting, November 7, 2025

### **Resolution 183-25**

Approval of **Warrants** of 11/1/2025 – 11/14/2025

Approval of **Consent Agenda**

Mr. Cavener moved to approve the Consent Agenda. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

## VIII. CORRESPONDENCE

None.

## IX. NEW BUSINESS

### **Resolution 184-25 (Fiscal)**

Authorize early payment of the Ohio Bureau of Workers' Compensation  
Annual Premium

Mr. Leeseberg moved to approve **Resolution 184-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

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### **Resolution 185-25 (Fiscal)**

Amend and correct Resolution #39-25 related to the transfer of funds from the General Fund to the Fire Fund and the purchase of 30 ballistic vests for Fire personnel in the amount of \$35,354 from the Fire Fund

Mr. Cavener moved to approve **Resolution 185-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 186-25 (Fiscal)**

Authorize the Board of Trustees and the Fiscal Officer to enter into a lease-purchase Agreement for Township copiers with Modern Office Methods, Inc.

Mr. Leeseberg moved to approve **Resolution 186-25**. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 187-25 (Service)**

Approve the Service Director to be the point of contact for the Franklin County Engineers new "Request for Engineering Assistance" form

Mr. Leeseberg moved to approve **Resolution 187-25**. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |



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### **Resolution 188-25 (Service)**

Approve the vacation of the proposed alleyway and roadway on Aberdeen Avenue in Leonard Park

Mr. Angelou moved to approve **Resolution 188-25**. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **Resolution 189-25 (Service)**

Approve removing the 2016 Dura-Patcher from the Surplus List and putting it back into the fleet. This Resolution was tabled for a future meeting.

### **Resolution 190-25 (Police)**

Authorize to surplus firearms to be traded in to Keisler Police Supply toward the new firearms purchased at the beginning of 2025

Mr. Cavener moved to approve **Resolution 190-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

## **X. UNSCHEDULED BUSINESS**

There was no unscheduled business.

## **XI. DEPARTMENT REPORTS/TRUSTEE COMMENTS**

**Fiscal Department** – An update on the 2026 revenue estimate and budget proposal will be made at the December meeting. A bond anticipation note is due in February 2026. It requires a rollover due to potential delays in land sale.

**Human Resources** – Open enrollment for benefits began today. We are implementing a new HSA vendor.

**Service Department/Code Enforcement** - Roads, overpasses, and bridges were checked for adverse weather conditions but salt was not applied. Code violations are minimal. The Annual Franklin County Engineer and Township meeting is scheduled for tomorrow evening.

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**Police** – There were reports of a shooting near a daycare. There was also a sexual assault, and a drug bust incident.

**Fire Division** – No comments

**IT** – Preparing documentation for HB 96 with a deadline of July 2026.

**Trustees** – No comments

## **XII. EXECUTIVE SESSION (Township) for Land Sale Discussion**

Executive Session per ORC §121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with §505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the general public interest.

At 2:58 p.m., Mr. Cavener moved to go into Executive Session. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

Present were Trustees Cavener, Leeseberg and Angelou, Chief Dunlevy, Service Director Roger Boggs, and Asst. Fiscal Officer Lampkins.

At 3:02 p.m., Mr. Leeseberg moved to exit Executive Session. Mr. Cavener seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

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### **Resolution 191-25**

Approve the offer of \$13,000 for the property located on 2096 Minnesota Avenue.

Mr. Cavener moved to approve **Resolution 191-25**. Mr. Leeseberg seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **XIII. ADJOURNMENT**

At 3:03 p.m., Mr. Leeseberg moved to adjourn the meeting. Mr. Angelou seconded.

| Vote          | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   | X   |    |         |        |
| Mr. Angelou   | X   |    |         |        |
| Mr. Leeseberg | X   |    |         |        |

### **BOARD OF TRUSTEES and FISCAL OFFICER MIFFLIN TOWNSHIP, FRANKLIN COUNTY**

**Kevin Cavener, Chair** \_\_\_\_\_

**Jamie Leeseberg, Trustee** \_\_\_\_\_

**Richard Angelou, Trustee** \_\_\_\_\_

**Darlene Wildes, Fiscal Officer** \_\_\_\_\_

**RESOLUTION # 192-25**

**ACCEPTING WARRANTS**

**Whereas**, the fiscal office is presenting the attached Warrants;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO:**

to approve the following Warrants via Consent Agenda:

**See Attached**

**Moved to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

# Mifflin Township

## Check Report by Check Number

Banks: All

Payment Method: Checks, ACH, EFT

Vendors: 1-800 Flowers to ZZZZZZZZCoverall North America, Inc.

Checks: All

Check Dates: 11/15/2025 to 11/26/2025

As Of Check Cashed Date: 11/15/2025 to 11/26/2025

Include Voids: No

Check Status: Cashed And Outstanding

| Check Number                             | Check Date | Vendor Code         | Vendor Name                               | Check Type | Check Status | Cashed Date | Void Amount | Amount      |
|--|------------|---------------------|---|------------|--------------|-------------|-------------|-------------|
| <b>Bank: 01. A/P BANK - 5/3 Bank A/P</b> |            |                     |   |            |              |             |             |             |
| 0000351920                               | 11/21/2025 | Batteries Plus LLC  | BPB Company Stores                        | Check      | Outstanding  |             | \$0.00      | \$94.75     |
| 0000351921                               | 11/21/2025 | Brosius, Johnson &  | Brosius, Johnson & Griggs, LLC            | Check      | Outstanding  |             | \$0.00      | \$562.50    |
| 0000351922                               | 11/21/2025 | CDW Government      | CDW-G                                     | Check      | Outstanding  |             | \$0.00      | \$1,411.33  |
| 0000351923                               | 11/21/2025 | Cols Pest Control   | Columbus Pest Control. Inc.               | Check      | Outstanding  |             | \$0.00      | \$415.00    |
| 0000351924                               | 11/21/2025 | Coughlin            | Coughlin                                  | Check      | Outstanding  |             | \$0.00      | \$2,461.18  |
| 0000351925                               | 11/21/2025 | Elite Fire Service  | Elite Fire Service, LLC                   | Check      | Outstanding  |             | \$0.00      | \$1,979.00  |
| 0000351926                               | 11/21/2025 | eMazzanti Technolo  | eMazzanti Technologies                    | Check      | Outstanding  |             | \$0.00      | \$2,501.40  |
| 0000351927                               | 11/21/2025 | Engineered Temper   | Engineered Temperature Solutions          | Check      | Outstanding  |             | \$0.00      | \$3,302.84  |
| 0000351928                               | 11/21/2025 | EngleField Oil Com  | EngleField Oil Company                    | Check      | Outstanding  |             | \$0.00      | \$2,057.82  |
| 0000351929                               | 11/21/2025 | FOP Deduction       | Fraternal Order Of Police-Financial Secy. | Check      | Outstanding  |             | \$0.00      | \$234.00    |
| 0000351930                               | 11/21/2025 | FYDA Freightliner C | FYDA Freightliner Columbus, INC.          | Check      | Outstanding  |             | \$0.00      | \$239.99    |
| 0000351931                               | 11/21/2025 | Kelly and Askew, In | Kelly & Askew, Inc                        | Check      | Outstanding  |             | \$0.00      | \$5,956.00  |
| 0000351932                               | 11/21/2025 | Kiesler             | Kiesler's Police Supply, Inc              | Check      | Outstanding  |             | \$0.00      | \$5,163.48  |
| 0000351933                               | 11/21/2025 | RUMPKE              | Rumpke                                    | Check      | Outstanding  |             | \$0.00      | \$489.60    |
| 0000351934                               | 11/21/2025 | Sound               | Sound Communications                      | Check      | Outstanding  |             | \$0.00      | \$3,653.39  |
| 0000351935                               | 11/21/2025 | Stericycle, Inc.    | Stericycle                                | Check      | Outstanding  |             | \$0.00      | \$31.91     |
| 0000351936                               | 11/26/2025 | APA Benefits, Inc   | APA Benefits, Inc                         | Check      | Outstanding  |             | \$0.00      | \$200.00    |
| 0000351937                               | 11/26/2025 | WEX Health, Inc.    | WEX Health, Inc.                          | Check      | Outstanding  |             | \$0.00      | \$85.00     |
| 0000351938                               | 11/26/2025 | Delta Dental Insura | Delta Dental                              | Check      | Outstanding  |             | \$0.00      | \$12,219.52 |
| 0000351939                               | 11/26/2025 | EMCOR=DeBra-Ku      | Emcor Services                            | Check      | Outstanding  |             | \$0.00      | \$3,964.00  |
| 0000351940                               | 11/26/2025 | Henry Schein        | Henry Schein                              | Check      | Outstanding  |             | \$0.00      | \$6,137.75  |
| 0000351941                               | 11/26/2025 | Kelly and Askew, In | Kelly & Askew, Inc                        | Check      | Outstanding  |             | \$0.00      | \$1,293.25  |
| 0000351942                               | 11/26/2025 | IAFF Deduction      | Mifflin Twp. Local IAFF 2818              | Check      | Outstanding  |             | \$0.00      | \$1,780.00  |
| 0000351943                               | 11/26/2025 | OhioHealth WorkHe   | OhioHealth Employer Services/Work Health  | Check      | Outstanding  |             | \$0.00      | \$210.00    |
| 0000351944                               | 11/26/2025 | RingCentral Inc.    | RingCentral Inc.                          | Check      | Outstanding  |             | \$0.00      | \$1,667.11  |
| 0000351945                               | 11/26/2025 | RUMPKE              | Rumpke                                    | Check      | Outstanding  |             | \$0.00      | \$422.00    |
| 0000351946                               | 11/26/2025 | OARNET/Client Ser   | The Ohio State University                 | Check      | Outstanding  |             | \$0.00      | \$260.00    |
| 0000351947                               | 11/26/2025 | WF Norman Corpor    | W.F. Norman Corporations                  | Check      | Outstanding  |             | \$0.00      | \$997.92    |
| 0202501276                               | 11/18/2025 | The Hartford        | The Hartford                              | EFT        | Outstanding  |             | \$0.00      | \$6,380.63  |
| 0202501277                               | 11/18/2025 | AEP                 | American Electric Power                   | EFT        | Outstanding  |             | \$0.00      | \$209.54    |
| 0202501278                               | 11/18/2025 | OPEDC Deduction     | Ohio Deferred Compensation                | EFT        | Outstanding  |             | \$0.00      | \$6,440.00  |
| 0202501282                               | 11/17/2025 | Empower 457 Dedu    | Empower 457 Deduction                     | EFT        | Outstanding  |             | \$0.00      | \$6,450.00  |
| 0202501283                               | 11/18/2025 | MM Self-Insured Ins | Medical Mutual Self-Insured               | EFT        | Outstanding  |             | \$0.00      | \$2,532.41  |
| 0202501286                               | 11/18/2025 | Spectrum            | Spectrum                                  | EFT        | Outstanding  |             | \$0.00      | \$106.30    |
| 0202501292                               | 11/21/2025 | Staples Advantage   | Staples Business Credit                   | EFT        | Outstanding  |             | \$0.00      | \$2,212.71  |

**As Of Check Cashed Date: 11/15/2025 to 11/26/2025**

| Check Number                       | Check Date | Vendor Code     | Vendor Name               | Check Type | Check Status | Cashed Date | Void Amount | Amount      |
|------------------------------------|------------|-----------------|---------------------------|------------|--------------|-------------|-------------|-------------|
| 0202501293                         | 11/21/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$50.75     |
| 0202501294                         | 11/21/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$1,019.48  |
| 0202501295                         | 11/20/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$39.57     |
| 0202501296                         | 11/20/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$207.41    |
| 0202501297                         | 11/20/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$218.38    |
| 0202501298                         | 11/20/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$223.37    |
| 0202501299                         | 11/19/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$26.31     |
| 0202501300                         | 11/19/2025 | AEP             | American Electric Power   | EFT        | Outstanding  |             | \$0.00      | \$981.31    |
| 0202501301                         | 11/18/2025 | HSA Employee Pd | HSA Employee Pd Deduction | EFT        | Outstanding  |             | \$0.00      | \$11,876.76 |
| 01. A/P BANK - 5/3 Bank A/P Total: |            |                 |                           |            |              |             | \$0.00      | \$98,765.67 |
| Grand Total:                       |            |                 |                           |            |              |             | \$0.00      | \$98,765.67 |

## Melanie Barnette

---

**From:** Anderson, Michael G. <AndersonMG@cota.com>  
**Sent:** Monday, November 24, 2025 12:30 PM  
**To:** Trustees  
**Cc:** Puranik, Devayani; Ellingsen, Kelsey A  
**Subject:** COTA East-West Transit Feasibility Study

CAUTION: This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mifflin Township Trustees,

I wanted to reach out about a webinar that COTA held a webinar on Thursday, November 13, to introduce the East-West Transit Feasibility Study to jurisdictional partners across the northern portion of Franklin County. We sent invitations on November 3, but we've heard from some that the invitations didn't make it to their inbox.

To make sure you are aware of the study, we wanted to reach out to offer two options to learn more:

**Option 1:** We would love to invite you to attend a similar webinar that we're holding for non-profits and chambers of commerce serving the same areas of Franklin County. That will occur on December 4 at 11AM to Noon.

**Option 2:** We can send a slide deck and recording of our November 13<sup>th</sup> webinar for you to view when it's convenient.

If you could please reply with your preference, I'll send the details. We look forward to working with you to improve transit in northern Franklin County!

All the best,

Mike

**MIKE ANDERSON, AICP**  
*Project Manager, BRT Planning*

**Central Ohio Transit Authority**

**P:** 614-308-4253

**M:** 614-315-9159

[COTA.com](https://www.cota.com) | [LinkedIn](#) | [Facebook](#) | [X](#) | [Instagram](#) | [TikTok](#)

**COTA**

MOVING EVERY LIFE

*forward*

**RESOLUTION #193-25**

**RESOLUTION TO TRANSFER FUND FROM THE POLICE FUND TO THE GENERAL FUND IN THE  
AMOUNT OF \$100,000. THIS TRANSFER IS A REVERSAL OF A TRANSFER MADE FROM THE  
GENERAL FUND TO THE POLICE FUND IN 2024.**

**WHEREAS**, the Board of Trustees of Mifflin Township met in regular session on December 17, 2024,  
and

**WHEREAS** the Trustees approved Resolution 223-24 to transfer \$100,000 from the General Fund to  
the Police Fund for police operations and

**WHEREAS** the Police Fund did not need the \$100,000 to fund 2024 operations (i.e. Police Fund  
revenues exceeded Police Fund expenses in 2024) and

**WHEREAS** the \$100,000 was in the cash carryover balance in the Police Fund at the end of 2024.

**WHEREAS** the General Fund needs these funds for the general operations of the Township and

**NOW, THEREFORE, BE IT RESOLVED** that the Mifflin Township Fiscal Officer is hereby directed by  
the Board of Trustees to:

1. Appropriate \$100,000 of the Police Fund carryover balance in the Transfers Out line item of  
the Police Fund budget [2081-210-529991] and
2. Transfer \$100,000 from the Police Fund [2081-210-529991] to the General Fund Transfer In  
account [1000-016-493100].

**Moved to approve by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee



**RESOLUTION #194-25**

**A RESOLUTION AUTHORIZING ADVANCES FROM THE GENERAL FUND TO COVER ANY FUND IN A NEGATIVE POSITION AT YEAR-END**

**WHEREAS**, the Board of Trustees recognizes that certain funds may temporarily end the fiscal year in a negative cash position; and

**WHEREAS**, the Ohio Auditor of State requires that such negative balances be covered by advances from the General Fund; and

**NOW, THEREFORE, BE IT** by the Board of Trustees of Mifflin Township, Franklin County, Ohio, that the Fiscal Officer is hereby authorized to advance from the General Fund to any fund in a negative position at year-end, with repayment to occur when revenues are available.

**Moved to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**RESOLUTION #195-25**

**RESOLUTION AUTHORIZING THE FISCAL OFFICER TO REQUEST PROPERTY TAX ADVANCES IN  
FISCAL YEAR 2026**

**WHEREAS**, the Board of Trustees of Mifflin Township met in regular session on December 1, 2025,  
and

**WHEREAS**, the Franklin County Auditor's Office has made it possible for Advances on Real Estate  
Tax Settlements to be distributed via electronic transfer;

**NOW, THEREFORE, BE IT RESOLVED** that the Mifflin Township Fiscal Officer is hereby directed by  
the Board of Trustees to request an advance on all funds, as they become available during fiscal  
year 2026.

**Moved to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**RESOLUTION #196-25**

**Establish 2026 Salaries and Method of Compensation for Trustees and Fiscal Officer**

**Whereas**, the salaries of the Trustees and Fiscal Officer are governed by ORC §505.24 and 507.09 respectively and are based on the appropriations of the township,

**Now, Therefore Be it Resolved**, by the Mifflin Township Board of Trustees, Franklin County, Ohio:

1. That the annual salaries and benefits for the Mifflin Township Trustees and Fiscal Officer will conform with the proper amounts established by law for the fiscal year 2026, and
2. That the salaries and benefits of the Trustees and Fiscal Officer shall be paid in equal monthly payments in conformity with ORC §505.24 and 507.09.

**Moved to approve by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

## **RESOLUTION #200-25**

### **Amendment to Salary and Compensation Plan Language Regarding Step Increases**

**WHEREAS**, the current Salary and Compensation Plan, Section VI. Salary Administration states *“Human Resources is responsible for initiating documentation for step increases and will submit to payroll. Beginning September 1, 2024, increases are effective on the eligibility date at 12 or 18 months as defined above. Employees moving from apprentice to step 1 will be effective the beginning of the pay period upon notice to human resources and confirmation of the paramedic certification. Probationary Fire and MECC are also eligible to receive the annual board approved increase.”*

**WHEREAS**, it is necessary to update the effective date and clarify the process for step increases;

**NOW, THEREFORE, BE IT RESOLVED**, that the Salary and Compensation Plan, Section VI. Salary Administration language be amended to read *“Human Resources is responsible for initiating documentation for step increases and will submit to payroll. Beginning August 1, 2025, increases for those moving to step 1-5 are effective at the beginning of the pay period of the effective date. Step 1 will be effective upon notice to human resources and confirmation of the paramedic certification. Probationary Fire and MECC are also eligible to receive the annual board approved increase.”*

**Moved to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**Resolution #197-25**

**Approve Nationwide First Responders Grants LLC to pursue an American Fire Grant**

**WHEREAS**, with the assistance of Nationwide First Responders Grants LLC, Mifflin Township was awarded grant funds in 2025.

**WHEREAS**, Mifflin Township Division of Fire would again like to utilize the services of Nationwide First Responders Grants LLC in 2026 to pursue grant funding from American Fire Grant.

**WHEREAS**, the initial upfront cost is \$5,500. Also, if awarded grants, Nationwide First Responders Grants LLC would receive a ten percent administration fee of the total amount awarded.

**WHEREAS**, the grant award from American Fire Grant would cover the cost of three new power cots, one loading system, and the cost of our medial physicals.

**NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO**, to authorize a payment to Nationwide First Responder Grants in the amount of \$5,500 for grant writing services for the American Fire Grant.

**Motion to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
|---------------|------------|-----------|----------------|---------------|
| Mr. Cavener   |            |           |                |               |
| Mr. Angelou   |            |           |                |               |
| Mr. Leeseberg |            |           |                |               |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**RESOLUTION #198-25**

**IN THE MATTER OF APPROVING PERSONNEL ACTIONS**

**WHEREAS**, JaMar L. Perry has submitted his resignation as a firefighter from the Mifflin Township Division of Fire, effective Sunday, December 7, 2025.

**NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO**, agree to accept the resignation of JaMar L. Perry, effective December 7, 2025.

**Motion to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**RESOLUTION #199-25**

**Authorize Web Services Agreement with Revize LLC and the expenditure of \$4,970 per year for five years for Website Services.**

**WHEREAS**, Mifflin Township's current website needs redesigned to bring it into ADA-WCAG compliance and to provide a much more user-friendly website for the entire Township as described in the Agreement, and

**WHEREAS**, Revize LLC would replace our current website host.

**NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO**, to authorize the Web Services Agreement with Revize LLC and the expenditure of \$4,970 per year for five years, payable to Revize LLC for web services to the Mifflin Township website.

**Motion to approve by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg

| <b>Vote</b>   | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cavener   |     |    |         |        |
| Mr. Angelou   |     |    |         |        |
| Mr. Leeseberg |     |    |         |        |

This Resolution shall be in force and become effective immediately upon its execution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Chair

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Vice Chair

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee



**November 24, 2025**

To: Mifflin Township Board of Trustees

From: Darlene Wildes, Fiscal Officer

Subject: **2026 Revenue Estimate and Appropriations Process**

---

Dear Trustees:

Attached is the 2026 revenue estimate for your review. This estimate is based on information from Township department heads, the Franklin County Auditor, and other relevant sources regarding anticipated revenue for 2026.

The attached statement includes:

- The current 2026 revenue estimate
- A calculated variance between 2026 and 2025 estimates for comparison purposes

I have organized this information by Fund and revenue general ledger account per the Township's accounting system.

---

### **Purpose and Next Steps**

This revenue estimate will serve as the starting point for preparing the 2026 Appropriations Resolution.

- Total resources available for 2026 expenditures = Estimated revenue + December 31, 2025, ending cash balance by Fund

---

### **Key Dates**

- December 16, 2026 – Presentation of the Temporary Appropriations Resolution at the regular trustee meeting *(Based on this revenue estimate, excluding year-end balances)*
- By April 1, 2026 – Approval of the Permanent Appropriations Resolution after year-end reconciliation

---

Please review the attached revenue estimate and contact me with any questions.

Thank you for your attention to this important matter.

---

Sincerely,  
Darlene Wildes, CPA  
Fiscal Office

Kevin J. Cavener, Chair • Richard J. Angelou, Vice Chair • James D. Leeseberg • Darlene Wildes, Fiscal Officer

---

**400 W. Johnstown Rd., Suite 200, PO Box 307630 • Gahanna, OH 43230 • [mifflin-oh.gov](http://mifflin-oh.gov) • 614-471-4494**



**Mifflin Township**  
**2026 Revenue Estimate**

|   |                        |  |                     |                     |                     |
|---|------------------------|--|---------------------|---------------------|---------------------|
|   |                        |  |                     |                     |                     |
|   |                        |  |                     |                     |                     |
| <b>Fund Name</b>                            | <b>Account</b>         | <b>Description</b>                                     | <b>2025 Budget</b>  | <b>2026 Budget</b>  | <b>Variance</b>     |
| <b>1000-GENERAL</b>                         | <b>1000-010-410100</b> | General Property Tax                                   | 1,144,000.00        | 1,123,000.00        | (21,000.00)         |
|   | <b>1000-011-410400</b> | Rollback and Homestead                                 | 132,000.00          | 129,000.00          | (3,000.00)          |
|   | <b>1000-011-453200</b> | Local Government and State Income Tax                  | 50,000.00           | 57,000.00           | 7,000.00            |
|   | <b>1000-012-453300</b> | Liquor Permit Fees                                     | 2,000.00            | 2,000.00            | -                   |
|   | <b>1000-012-453400</b> | Cigarette License Fees and Fines (Gross)               | 1,000.00            | 1,000.00            | -                   |
|   | <b>1000-013-470100</b> | Interest   | 2,000.00            | 2,000.00            | -                   |
|   | <b>1000-013-470200</b> | Interest-Fire  | 3,000.00            | 300.00              | (2,700.00)          |
|   | <b>1000-013-470400</b> | Interest-Police  | 1,000.00            | -                   | (1,000.00)          |
|   | <b>1000-015-430300</b> | Franchise Fees   | 13,000.00           | 13,000.00           | -                   |
|   | <b>1000-016-480200</b> | Lease/Purchase   | 240,000.00          | -                   | (240,000.00)        |
|   | <b>1000-016-489101</b> | Other-Ohio BWC Rebates                                 | 7,000.00            | 5,000.00            | (2,000.00)          |
|   | <b>1000-250-440000</b> | Ops Center Reimbursement                               | 96,000.00           | -                   | (96,000.00)         |
| <b>1000-GENERAL Total</b>                   |                        |  | <b>1,691,000.00</b> | <b>1,332,300.00</b> | <b>(358,700.00)</b> |
| <b>2011-MOTOR VEHICLE LICENSE TAX</b>       | <b>2011-020-453600</b> | Motor Vehicle Tax                                      | 5,000.00            | 5,000.00            | -                   |
|   | <b>2011-021-470100</b> | Motor Vehicle-Interest                                 | 1,000.00            | -                   | (1,000.00)          |
| <b>2011-MOTOR VEHICLE LICENSE TAX Total</b> |                        |  | <b>6,000.00</b>     | <b>5,000.00</b>     | <b>(1,000.00)</b>   |
| <b>2021-GASOLINE TAX</b>                    | <b>2021-030-453700</b> | Gasoline Tax   | 141,000.00          | 140,000.00          | (1,000.00)          |
|   | <b>2021-031-470100</b> | Interest   | 1,000.00            | -                   | (1,000.00)          |
|   | <b>2021-031-489900</b> | Other  | 1,000.00            | 1,000.00            | -                   |
| <b>2021-GASOLINE TAX Total</b>              |                        |  | <b>143,000.00</b>   | <b>141,000.00</b>   | <b>(2,000.00)</b>   |
| <b>2031-ROAD AND BRIDGE</b>                 | <b>2031-040-410100</b> | General Property Tax - Real Estate and Trailer (Gross) | 253,000.00          | 257,000.00          | 4,000.00            |
|   | <b>2031-041-410400</b> | Rollback and Homestead                                 | 29,000.00           | 29,000.00           | -                   |
|   | <b>2031-042-489900</b> | Other  | 10,000.00           | 10,000.00           | -                   |
| <b>2031-ROAD AND BRIDGE Total</b>           |                        |  | <b>292,000.00</b>   | <b>296,000.00</b>   | <b>4,000.00</b>     |
| <b>2041-CEMETERY</b>                        | <b>2041-050-480400</b> | Sale of Lots   | 97,000.00           | 50,000.00           | (47,000.00)         |
|   | <b>2041-051-430200</b> | Fees   | 148,000.00          | 150,000.00          | 2,000.00            |
|   | <b>2041-051-430201</b> | Fees-Foundations                                       | 57,000.00           | 50,000.00           | (7,000.00)          |
| <b>2041-CEMETERY Total</b>                  |                        |  | <b>302,000.00</b>   | <b>250,000.00</b>   | <b>(52,000.00)</b>  |
| <b>2081-POLICE DISTRICT</b>                 | <b>2081-090-410100</b> | General Property Tax - Real Estate (Gross)             | 724,000.00          | 742,000.00          | 18,000.00           |
|   | <b>2081-090-410200</b> | Intergovernmental - State Reimbursement                | 13,000.00           | 10,000.00           | (3,000.00)          |
|   | <b>2081-091-410400</b> | Rollback and Homestead                                 | 38,000.00           | 40,000.00           | 2,000.00            |
|   | <b>2081-092-440100</b> | Fees   | 4,000.00            | 4,000.00            | -                   |
|   | <b>2081-093-489900</b> | Other  | -                   | 5,000.00            | 5,000.00            |
|   | <b>2081-093-489901</b> | Other-Reports  | 1,000.00            | 500.00              | (500.00)            |
| <b>2081-POLICE DISTRICT Total</b>           |                        |  | <b>780,000.00</b>   | <b>801,500.00</b>   | <b>21,500.00</b>    |

Presented by : Darlene Wildes, Fiscal Officer

**Mifflin Township**  
**2026 Revenue Estimate**

|  |                        |  |                      |                      |                     |
|--|------------------------|--|----------------------|----------------------|---------------------|
|  |                        |  |                      |                      |                     |
|  |                        |  |                      |                      |                     |
| <b>Fund Name</b>   | <b>Account</b>         | <b>Description</b>                         | <b>2025 Budget</b>   | <b>2026 Budget</b>   | <b>Variance</b>     |
| <b>2191-FIRE</b>   | <b>2191-100-410100</b> | General Property Tax - Real Estate (Gross) | 14,911,000.00        | 18,408,000.00        | 3,497,000.00        |
|  | <b>2191-101-410400</b> | Rollback and Homestead                     | 1,379,000.00         | 1,710,000.00         | 331,000.00          |
|  | <b>2191-103-489900</b> | Other                                      | -                    | 115,240.00           | 115,240.00          |
|  | <b>2191-103-489901</b> | Other Income-Debt Proceeds                 | 1,050,000.00         |                      | (1,050,000.00)      |
|  | <b>2191-103-489902</b> | Other-Reports                              | 1,000.00             |                      | (1,000.00)          |
|  | <b>2191-103-489904</b> | TIF Revenue                                | 280,000.00           | 275,000.00           | (5,000.00)          |
|  | <b>2191-104-489992</b> | Fees-Fire Inspections                      | 19,000.00            | 30,000.00            | 11,000.00           |
|  | <b>2191-105-493100</b> | Transfers In                               | 35,354.00            |                      | (35,354.00)         |
| <b>2191-FIRE Total</b>                                       |                        |  | <b>17,675,354.00</b> | <b>20,538,240.00</b> | <b>2,862,886.00</b> |
| <b>2231-PERMISSIVE TAX</b>                                   | <b>2231-230-410400</b> | Permissive Motor Vehicle Sales Tax         | 36,000.00            | 35,000.00            | (1,000.00)          |
|  | <b>2231-231-470100</b> | Permissive/Motor Vehicle Interest          | 1,000.00             |                      | (1,000.00)          |
| <b>2231-PERMISSIVE TAX Total</b>                             |                        |  | <b>37,000.00</b>     | <b>35,000.00</b>     | <b>(2,000.00)</b>   |
| <b>2261-LAW ENFORCEMENT TRUST FUND</b>                       | <b>2261-320-489900</b> | Other                                      | 1,000.00             |                      | (1,000.00)          |
| <b>2261-LAW ENFORCEMENT TRUST FUND Total</b>                 |                        |  | <b>1,000.00</b>      |                      | <b>(1,000.00)</b>   |
| <b>2271-ENFORCEMENT AND EDUCATION FUND</b>                   | <b>2271-330-440100</b> | Enforcement & Education Fines              | 1,000.00             |                      | (1,000.00)          |
| <b>2271-ENFORCEMENT AND EDUCATION FUND Total</b>             |                        |  | <b>1,000.00</b>      |                      | <b>(1,000.00)</b>   |
| <b>2281-AMBULANCE &amp; EMERGENCY MEDICAL SERVICES</b>       | <b>2281-280-489100</b> | EMS Billing                                | 1,399,000.00         | 1,500,000.00         | 101,000.00          |
|  | <b>2281-281-489903</b> | Other                                      | 2,000.00             |                      | (2,000.00)          |
| <b>2281-AMBULANCE &amp; EMERGENCY MEDICAL SERVICES Total</b> |                        |  | <b>1,401,000.00</b>  | <b>1,500,000.00</b>  | <b>99,000.00</b>    |
| <b>2901-MECC CENTER</b>                                      | <b>2901-142-429900</b> | Other Contracts                            | 1,810,000.00         | 1,800,000.00         | (10,000.00)         |
| <b>2901-MECC CENTER Total</b>                                |                        |  | <b>1,810,000.00</b>  | <b>1,800,000.00</b>  | <b>(10,000.00)</b>  |
| <b>2991-FIRE AND EMERGENCY RESPONSE (SAFER) GRANT</b>        | <b>2991-150-439100</b> | SAFER Grant Transfer In                    | -                    | 628,140.60           | 628,140.60          |
|  | <b>2991-300-453900</b> | DHS SAFER Federal Grant Revenue            | -                    | 209,380.20           | 209,380.20          |
| <b>2991-FIRE AND EMERGENCY RESPONSE (SAFER) GRANT Total</b>  |                        |  | <b>-</b>             | <b>837,520.80</b>    | <b>837,520.80</b>   |
| <b>3101-GENERAL BOND/LOAN RETIREMENT-VEHICLES</b>            | <b>3101-151-492100</b> | Bond Revenue Vehicles                      | 470,000.00           | 465,000.00           | (5,000.00)          |
| <b>3101-GENERAL BOND/LOAN RETIREMENT-VEHICLES Total</b>      |                        |  | <b>470,000.00</b>    | <b>465,000.00</b>    | <b>(5,000.00)</b>   |
| <b>3103-2020 GENERAL BOND RETIREMENT-BUILDING</b>            | <b>3103-151-492100</b> | Bond Revenue Building                      | 611,000.00           | 610,000.00           | (1,000.00)          |
|  | <b>3103-810-548300</b> | 2024 Bond Principal-Fire-Land              | 10,000.00            |                      | (10,000.00)         |
| <b>3103-2020 GENERAL BOND RETIREMENT-BUILDING Total</b>      |                        |  | <b>621,000.00</b>    | <b>610,000.00</b>    | <b>(11,000.00)</b>  |
| <b>4405-NATIONAL OPIOID SETTLEMENTS FUND</b>                 | <b>4405-300-450000</b> | National Opioid Settlement Income          | 29,000.00            | 25,000.00            | (4,000.00)          |
| <b>4405-NATIONAL OPIOID SETTLEMENTS FUND Total</b>           |                        |  | <b>29,000.00</b>     | <b>25,000.00</b>     | <b>(4,000.00)</b>   |
| <b>8001-CEMETERY BEQUEST</b>                                 | <b>8001-061-470100</b> | Interest                                   | 1,000.00             | -                    | (1,000.00)          |
| <b>8001-CEMETERY BEQUEST Total</b>                           |                        |  | <b>1,000.00</b>      | <b>-</b>             | <b>(1,000.00)</b>   |
| <b>Grand Total</b>   |                        |  | <b>25,260,354.00</b> | <b>28,636,560.80</b> | <b>3,376,206.80</b> |

**Human Resources Department  
December 1, 2025**



**New Business**

1. Establish 2026 Salaries and Method of Compensation for Trustees and Fiscal Officer
2. Request to amend language in Salary and Compensation Plan, Section VI Salary Administration
3. Request an Executive Session per ORC Section 121.22 (G) (1) Purpose: to discuss discipline of a public employee.

**Updates:**

NA

# MIFFLIN TOWNSHIP DIVISION OF POLICE

Office of David Briggs, Chief



To: Board of Trustees

From: Chief Briggs

Date: November 21<sup>st</sup>, 2025

Re: Agenda Items Board of Trustee Meeting, December 1<sup>st</sup>, 2025

## **Request:**

Enter into executive session under Ohio Revised Code Section 121.22 (G)(1), To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

## **Updates:**

October 2025, Division of Police stats attached.

Of note: A sexual assault was reported on the east side of the township.

A large quantity of marijuana was seized out of a traffic stop.

While investigating a suspicious vehicle complaint, Officer Howard, through his investigation, located 25 grams of crack cocaine, 35 grams of suspected fentanyl and an amphetamine tablet.

The Mifflin Township Division of Police, has received re-certification in several groups with the Ohio Collaborative. We are currently working on certifications in several more. I am almost finished with group 4, and Lt. Starrett is actively working on groups 5-8.

# **MIFFLIN TOWNSHIP DIVISION OF POLICE - STATS**

**OCTOBER - 2025**

|                               |            |                             |           |                             |           |                          |              |
|-------------------------------|------------|-----------------------------|-----------|-----------------------------|-----------|--------------------------|--------------|
| Total Calls for Service       | <b>182</b> | Total Reports Taken         | <b>31</b> | Indictments                 | <b>2</b>  | Cases to Bureau          | <b>2</b>     |
| <b>TYPE OF CALLS</b>          |            |                             |           |                             |           | <b>ARRESTS</b>           |              |
| Adult Prot. Service Referrals | <b>0</b>   | Fights                      | <b>0</b>  | Pursuits                    | <b>0</b>  | Felony Arrests           | <b>3</b>     |
| Agency Assists - Other        | <b>50</b>  | Follow-Up Investigations    | <b>2</b>  | Rapes                       | <b>1</b>  | Misdemeanor Arrests      | <b>7</b>     |
| Agency Assist - Fire / Medics | <b>6</b>   | Forgery / Bad Checks        | <b>0</b>  | Recovered Stolen Vehicles   | <b>2</b>  | Juvenile Felony Arrests  | <b>0</b>     |
| Alarms Drops                  | <b>4</b>   | Homeless Complaints         | <b>0</b>  | Robberies                   | <b>1</b>  | Juvenile Misd. Arrests   | <b>2</b>     |
| Animal Complaints             | <b>5</b>   | Homicides                   | <b>0</b>  | Search Warrants Executed    | <b>1</b>  | Felony Warrant Arrests   | <b>0</b>     |
| Assaults                      | <b>9</b>   | Intoxicated Persons         | <b>4</b>  | Sex Offenses                | <b>1</b>  | Misd. Warrant Arrests    | <b>0</b>     |
| ATV Complaints                | <b>1</b>   | Juvenile Complaints         | <b>2</b>  | Shootings                   | <b>0</b>  | Juvenile Warrant Arrests | <b>0</b>     |
| B&E / Burglary                | <b>3</b>   | Kidnapping                  | <b>0</b>  | Shots Fired                 | <b>5</b>  | Traffic Stops Made       | <b>27</b>    |
| Business Disputes             | <b>4</b>   | Loud Music                  | <b>1</b>  | Stabbings                   | <b>0</b>  | Traffic Citations Issued | <b>4</b>     |
| Crashes - Non-Injury          | <b>6</b>   | Medical Emergencies         | <b>5</b>  | Stolen Vehicles             | <b>4</b>  | OVI Arrests              | <b>0</b>     |
| Crasher - Injury              | <b>4</b>   | Mental Health               | <b>8</b>  | Suicides - Attempts/Threats | <b>5</b>  | <b>DRUG SEIZURES</b>     |              |
| Crashes - Fatal               | <b>0</b>   | Missing Person              | <b>1</b>  | Suspicious Person/Vehicles  | <b>29</b> | Cocaine/Crack            | <b>25.6g</b> |
| Crashes - Hit Skip            | <b>6</b>   | Missing Person Return       | <b>0</b>  | Thefts                      | <b>9</b>  | Fentanyl                 | <b>35.4g</b> |
| Child Abuse Reports           | <b>0</b>   | PD Walk-Ups (Station Calls) | <b>9</b>  | Threats / Harassments       | <b>3</b>  | Heroin                   | <b>0</b>     |
| Children Services Referrals   | <b>0</b>   | Narcotics Complaints        | <b>1</b>  | Traffic Details / Control   | <b>0</b>  | LSD/MDMA                 | <b>0</b>     |
| Civil Complaints / Matters    | <b>6</b>   | Neighbor Disputes           | <b>1</b>  | Trespassing Complaints      | <b>5</b>  | Marijuana                | <b>180 g</b> |
| Custody Disputes              | <b>2</b>   | Officer in Trouble          | <b>0</b>  | Unauthorized Use - M.V.     | <b>1</b>  | Methamphetamine          | <b>1 UD</b>  |
| Dead On Arrival               | <b>1</b>   | Overdoses                   | <b>3</b>  | Unknown 911 Calls           | <b>6</b>  | Other Drugs              | <b>0</b>     |
| Disabled Vehicles             | <b>6</b>   | Parking Complaints          | <b>0</b>  | Use Of Forces               | <b>1</b>  | Prescription Drugs       | <b>0</b>     |
| Disturbances                  | <b>8</b>   | Person w/ Gun               | <b>2</b>  | Vandalism                   | <b>4</b>  | <b>OTHER SEIZURES</b>    |              |
| Domestics                     | <b>13</b>  | Person w/ Knife             | <b>0</b>  | Wellbeing Checks            | <b>2</b>  | Firearms                 | <b>0</b>     |
| Emergency Notifications       | <b>0</b>   | Prowlers                    | <b>0</b>  |                             |           | Vehicle Impound          | <b>8</b>     |





Collaborative  
Community-Police  
Advisory Board

OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

# Final Recertification

*Mifflin Township Police Department*

Group 3 RC-1 Bias Free Policing, Group 3 RC-1 Investigation of Employee  
Misconduct

*has been deemed compliant with the above standards as established by the Ohio Collaborative  
Community-Police Advisory Board*

October 08, 2025

A handwritten signature in black ink, appearing to read "Nicole Dehner", written over a horizontal line.

Nicole Dehner, Executive Director





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

October 08, 2025

Chief David Briggs  
Mifflin Township Police Department  
2455 AGLER ROAD,  
COLUMBUS, OH - 43224

Congratulations on achieving final certification with the Ohio Collaborative Group 3-RC1 (Group 3 RC-1 Bias Free Policing, Group 3 RC-1 Investigation of Employee Misconduct) standards. Your certificate serves as a reminder of your agency's commitment to law enforcement and the community you serve.

At your convenience, we would like to obtain your feedback on the on-site review process. Please complete the survey, found here: <https://www.surveymonkey.com/r/OnsiteAssessmentSurvey>

Please note, agencies will be required to maintain compliance on an annual basis. Each year agencies shall upload compliance documentation for all standards for which they are certified. This documentation shall be maintained by the agency and made available for review by an Ohio Collaborative law enforcement certification representative. Maintaining this compliance documentation allows each agency to prove policy compliance on an annual basis.

Your participation in the Ohio Collaborative law enforcement agency certification process is appreciated.

Sincerely,

Nicole Dehner, Executive Director  
Office of Criminal Justice Services





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

# Final Recertification

*Mifflin Township Police Department*

Group 2 RC-1 Community Engagement, Group 2 RC-1 Body Worn Cameras

*has been deemed compliant with the above standards as established by the Ohio Collaborative  
Community-Police Advisory Board*

October 08, 2025

  
Nicole Dehner, Executive Director





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

October 08, 2025

Chief David Briggs  
Mifflin Township Police Department  
2455 AGLER ROAD,  
COLUMBUS, OH - 43224

Congratulations on achieving final certification with the Ohio Collaborative Group 2-RC1 (Group 2 RC-1 Community Engagement, Group 2 RC-1 Body Worn Cameras) standards. Your certificate serves as a reminder of your agency's commitment to law enforcement and the community you serve.

At your convenience, we would like to obtain your feedback on the on-site review process. Please complete the survey, found here: <https://www.surveymonkey.com/r/OnsiteAssessmentSurvey>

Please note, agencies will be required to maintain compliance on an annual basis. Each year agencies shall upload compliance documentation for all standards for which they are certified. This documentation shall be maintained by the agency and made available for review by an Ohio Collaborative law enforcement certification representative. Maintaining this compliance documentation allows each agency to prove policy compliance on an annual basis.

Your participation in the Ohio Collaborative law enforcement agency certification process is appreciated.

Sincerely,

Nicole Dehner, Executive Director  
Office of Criminal Justice Services





Collaborative  
Community-Police  
Advisory Board

OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

# Final Recertification

*Mifflin Township Police Department*

Group 1 RC-1 Use of Force, Group 1 RC-1 Recruitment and Hiring

*has been deemed compliant with the above standards as established by the Ohio Collaborative  
Community-Police Advisory Board*

October 08, 2025

A handwritten signature in black ink, appearing to read "Nicole Dehner", written over a horizontal line.

Nicole Dehner, Executive Director





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

October 08, 2025

Chief David Briggs  
Mifflin Township Police Department  
2455 AGLER ROAD,  
COLUMBUS, OH - 43224

Congratulations on achieving final certification with the Ohio Collaborative Group 1-RC1 (Group 1 RC-1 Use of Force, Group 1 RC-1 Recruitment and Hiring) standards. Your certificate serves as a reminder of your agency's commitment to law enforcement and the community you serve.

At your convenience, we would like to obtain your feedback on the on-site review process. Please complete the survey, found here: <https://www.surveymonkey.com/r/OnsiteAssessmentSurvey>

Please note, agencies will be required to maintain compliance on an annual basis. Each year agencies shall upload compliance documentation for all standards for which they are certified. This documentation shall be maintained by the agency and made available for review by an Ohio Collaborative law enforcement certification representative. Maintaining this compliance documentation allows each agency to prove policy compliance on an annual basis.

Your participation in the Ohio Collaborative law enforcement agency certification process is appreciated.

Sincerely,

Nicole Dehner, Executive Director  
Office of Criminal Justice Services





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

# Final Certification

## MIFFLIN TOWNSHIP

### SAFE POLICING FOR SAFE COMMUNITIES

*has been deemed compliant with the above standards as established by the Ohio Collaborative  
Community-Police Advisory Board*

December 17, 2020

A handwritten signature in black ink, appearing to read "Karhlton F. Moore".

Karhlton F. Moore, Executive Director





OHIO COLLABORATIVE  
LAW ENFORCEMENT AGENCY CERTIFICATION

December 17, 2020

Chief TAMMY PHILLIPS  
MIFFLIN TOWNSHIP  
2455 AGLER ROAD,  
COLUMBUS, OH - 43224-

Congratulations on achieving Full Compliance Ohio Collaborative Law Enforcement Agency Certification status on EXEC ORDER (SAFE POLICING FOR SAFE COMMUNITIES) standards. Your certificate shall serve as a reminder of your agency's commitment to law enforcement and the community it serves.

At your convenience, we would like to obtain your feedback of the onsite review process. At your convenience, please complete the survey located at <https://www.surveymonkey.com/r/OnsiteAssessmentSurvey>

Please note, agencies will be required to maintain Self-Certification compliance on an annual basis. Each year agencies shall maintain annual compliance documentation for all standards developed by the Ohio Collaborative Community-Police Advisory Board. This documentation shall be maintained by the agency and available for review by an Ohio Collaborative Law Enforcement Certification representative upon request. This compliance documentation permits each agency to prove it is complying with policy on an annual basis.

Your participation in the Ohio Collaborative Law Enforcement Agency Certification process is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Karlton F. Moore".

Karlton F. Moore, Executive Director  
Office of Criminal Justice Services



# MIFFLIN TOWNSHIP

Brian P. Dunlevy  
Fire Chief

Scott Davis  
Assistant Fire Chief

## **BOARD OF TOWNSHIP TRUSTEES MEETING**

**December 1, 2025**

### **FIRE DIVISION REQUESTS:**

**Resolution # ~~XXX~~-25:**

**12012025-1. Request to Proceed with Grant Applications for 2026:**

This is a request to approve Nationwide First Responders Grants LLC to pursue an American Fire Grant. This request is an initial upfront cost of \$5500. If awarded the grants, a 10% administration fee of the total amount awarded. These grants would cover the cost of three new power cots, one loading system, and the cost of our medical physicals. These costs are budgeted for 2026.

**Resolution # ~~XXX~~-25:**

**12012025-2. Request to accept resignation of Firefighter Jamar Perry:**

This is a request to accept the resignation of Firefighter /EMT-Basic Jamar Perry effective December 7, 2025. FF Perry leaves Mifflin Township in good standing.

### **OPS CENTER REQUESTS:**

**No request at this time**

### **TOWNSHIP REQUESTS:**

**Resolution # ~~XXX~~-25:**

**12012025-3. Request to Approve Web-Site Agreement:**

This is a request to approve the agreement with Revize Web Services for five years in the amount of \$4970 per year. This would replace our current web host, bringing us into ADA-WCAG compliance and provide a much more user-friendly web site for the entire Township. This is a budgeted expense.

**Resolution # ~~XXX~~-25:**

**12012025-4. Request to Move to Executive Session for Land Sale Discussion:**

Executive Session per ORC §121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the general public interest.



# Nationwide First Responders Grants, LLC

Providing alternative funding solutions for public safety agencies

"We are what we repeatedly do. Excellence, then, is not an act, but a habit"



## Formal Price Quote For: FY2025 Grant Writing Services

Date: 11/03/2025

### Services Provided By:

Nationwide First Responder Grants  
P.O. Box 569  
Sunbury, Ohio 43074  
419-566-1505

### Quote Prepared For:

Mifflin Township Fire Department  
400 West Johnstown Road Suite 201  
Gahanna, Ohio 43230

Issue Date:

11/03/2025

Valid Through: 12/03/2025

| Description  | Rate    |
|--|---------|
| 1) FY2025 AFG – Operations & Safety – Equipment - EMS Cots | \$3,000 |
| 2) FY2025 AFG – Operation & Safety – Wellness / Fitness    | \$2,500 |
| 3)   |         |
| 4)   |         |
| 5)   |         |

-The payment for writing and entry fees can be pushed out to January 31<sup>st</sup>, 2026.

90%-10%

-Performance bonus will be set at 10% of the federal amount of funding awarded to the agency.

-Any award will likely be offered to the agency sometime near or after the second quarter of 2026.

Thank you for giving us the opportunity to submit a quote for our business. We look forward to completing this job to your satisfaction. If you would like to discuss items in this quote, please call me personally at 419-566-1505

Mickey Smith  
President & CEO  
Nationwide First Responder Grants



# Nationwide First Responder Grants, LLC

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## GRANT APPLICATION WRITING

This Grant Application / Project Writing Agreement (the "Agreement") is entered into by **Nationwide First Responder Grants, LLC** (the "Company") and the **Mifflin Township Board of Trustees. (Franklin County, Ohio)** (the "Agency") (collectively, the "Parties") as follows:

## BACKGROUND

1. The Agency would like to retain the Company to write and submit One (1) grant application containing a total of two (2) separate projects to the Fiscal Year 2025 Assistance to Firefighters Grant (AFG) program.
2. The Parties now memorialize their agreement to retain the Company's grant writing services as follows:

## AGREEMENT

1. **Scope of Services.** The Company agrees to perform the following services on behalf of the Agency:
  - a. ***Grant Application Writing Services.*** The Agency agrees to have the Company write grant application for the following grant (referred to herein as the "Grant Application Writing Services" or "Services")

### **Application #1 – Project #1 – Operations & Safety – Equipment**

The Agency has requested that a grant project be written to accommodate the replacement of ambulance cots. All items requested are to be compliant with all applicable and currently accepted NFPA standards.

### **Application #1 – Project #2 – Operations & Safety – Health & Wellness**

The Agency has requested that a grant project be written to accommodate a health and wellness project to include physical fitness equipment. All items requested are to be compliant with all applicable and currently accepted NFPA standards.

2. **Compensation.** The Agency agrees to provide the following compensation to the Company:
  - a. ***Financial Rate for Grant Application Writing Services.*** The Agency will compensate the Company at a rate not to exceed three thousand dollars (\$3,000.00) for Application #1 – Project #1. Two-thousand five hundred (\$2,500.00) for Application #1 – Project #2. The total fee charged to the Agency also includes online entry and monitoring of the project.
  - b. ***Successful Award Bonus.*** The Agency will compensate the Company at an amount equal to ten percent (10%) of the total amount of federal funding awarded to the Agency. The bonus amount shall be paid out of existing Agency funds and cannot be taken out of the grant award itself.
  - c. ***Declination of Award.*** In the event an Agency is presented with an offer of award for a successful project and declines to accept the award, the agency is responsible for compensating the Company at an amount equal to fifty (50%) percent of what would have been the successful award bonus amount, which is cited in section 2b of this agreement.





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- d. **Due Date for Invoices.** The Agency will pay the Company all compensation due no later than thirty (30) days after receipt of an invoice. The Company may assess a penalty in the amount of fifteen percent (15%) of the invoiced amount for all invoices paid later than forty (40) days after the due date printed on the invoice. Any penalty amount that the Company assesses will not be counted toward the maximum amount per application contained in Section 2(a) above.
3. **Standard of Care.** Company shall perform and require its sub-consultants to perform Services in accordance with the Agreement: (i) using recognized industry standards and professional skill, care, diligence, ethics and judgment adhered to by firms recognized by their expertise, experience and knowledge in performing the same type of Services elsewhere; and (ii) acting with due care and in accordance with applicable law, code, rule, and/ regulation. While the Company shall be responsible for the professional quality, technical accuracy, and completeness of the grant application, it is understood that the Agency must cooperate and furnish any requested information and data to the Company needed to prepare the grant application. The Company shall rely upon the Agency's determination of such information and data that may be of use to the Company in the performance of the Services. Company is entitled to rely on and use the information or data provided by the Agency to the extent it believes it is appropriate to do so under its Standard of Care. <<<Fire Chiefs Initials \_\_\_\_\_>>>
4. **No Guarantees.** The Parties agree and understand that the AFG Grant program application process is extremely competitive and that the Company cannot make any guarantee of acceptance or award of the grant application. The Company assumes no liability to the Agency, or to anyone who may claim any rights due to any relationship with the Agency and the Agency agrees to hold NFRG harmless for any unsuccessful application. <<<Fire Chiefs Initials \_\_\_\_\_>>>
5. **Rewrite for Unsuccessful Projects.** If the Agency's project is unsuccessful, the Company agrees to rewrite and resubmit the same project in the immediately following AFG cycle. This task will be completed at a per project cost of Five Hundred Dollars (\$500.00).
6. **Term of Agreement.** This Agreement shall remain in effect until the Company has completed all grant application writing services, and other tasks agreed upon by the Parties.
7. **Termination of Agreement.** Termination of Agreement. Either Party may terminate this Agreement at any time, and for any reason, by giving the other Party written notice of the termination and provide at least thirty (30) days' notice prior to the date of termination. The Agency understands that terminating this Agreement does not release it from payment for services that the Company has already completed. The Agency further understands that it may be required to pay the Company an automatic Five Hundred Dollar (\$500.00) cancelation fee, for each grant project, if it arbitrarily terminates this Agreement without reasonable cause.
8. **Notice.** Any notice required or permitted to be given under this Agreement, including a notice of termination, shall be deemed given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, or sent by overnight delivery service or via email, addressed as follows:



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## COMPANY:

Nationwide First Responder Grants, LLC  
ATTN: Mickey Smith  
P. O. Box 569  
Sunbury, Ohio 43074  
Email: Mickey@nationwidefirstrespondergrants.com

## AGENCY:

Mifflin Township Board of Trustees  
ATTN: Chief Brian Dunlevy  
400 West Johnstown Road  
Gahanna, Ohio 43230  
Email: bdunlevy@mifflin-oh.gov

If the notice of termination is personally delivered, the termination is effective as soon as it is delivered to the Party. If mailed or emailed, the termination is effective as soon as it is delivered to the Party. [OR, any notice given by mail or email shall be effective forty-eight (48) hours/ two (2) days after deposit in the United States mail or the time-stamped of the email.]

9. **Confidentiality Clause.** During the Term of this Agreement, Company may have access to and become familiar with various trade secrets and other confidential information, consisting of processes, and compilations of information, records, customer lists and potential customer lists, financial information, marketing, sales, methods, techniques, devices and operations that the Agency owns and that are regularly used in the operation of the business of the Agency (collectively "Confidential Information"). **Parties shall not disclose any Confidential Information, directly or indirectly, or use it in any way, either during the term of this Agreement. Parties are required to maintain Confidential Information for a period of five (5) years after the FEMA Go date and timestamp verification of the project entry.**

<<<Fire Chiefs Initials \_\_\_\_\_>>>

- a. ***Information Not Deemed Confidential.*** Confidential Information does not include information that is: (a) generally available and known to others outside the Agency, (b) general industry information, information which is publicly available or in the public domain, (c) information which Company has lawfully acquired from a source other than Agency or had knowledge of prior the Agreement, and (d) information which is required to be disclosed pursuant to any law, regulation, or rule of any governmental body, authority or court order.
- b. ***Required Disclosure by Law of Confidential Information.*** To the extent possible, all Confidential Information provided to the Parties shall be kept strictly confidential, unless otherwise required to be disclosed by applicable law or regulation, pursuant to subpoena, or by court order. Upon receiving notice of any requested disclosure of Confidential Information, either Party shall notify the other in writing, providing all information for such Party to defend its rights hereunder.
- c. ***Reuse of Confidential Company Information by Agency Prohibited.*** If the Agency chooses to not reengage the Company for the purposes of rewriting / reentering their project (s), under no circumstances can the Agency, for the purposes of reapplying for any Fire Act Grant project, utilize any of the Company's Confidential Information which is described in Section 9 of this Agreement.
- <<<Fire Chiefs Initials \_\_\_\_\_>>>
- d. ***Confidentiality Clause Violation.*** A violation of Section 9, either in whole or part, subjects the Agency to the obligations listed in Section 14 of this Agreement.

10. **Property of Company.** Agency understands and agrees that all matters prepared under this Agreement shall become the property of the Company and will remain the in the exclusive property of the Company.



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Such property cannot be shared, duplicated or used in whole or part without the Company's express written permission. The company shall have all rights, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the Company.

<<<Fire Chiefs Initials \_\_\_\_\_>>>

11. **Interaction with Media and Public.** Any publicity regarding the subject matter of this Agreement must identify the Company and must not be released without prior written approval from the Company's authorized representative. Agency shall promptly refer all inquiries pertaining to the grant applications from the news media or public to the Company and shall not make any statements to the media or the public relating the Services unless agreed upon by the Company first in writing.
12. **Miscellaneous.** The Agency agrees to be bound by the miscellaneous provisions below addressing the interpretation, amendment, and enforcement of this Agreement:
  - a. ***Assignment.*** The Company shall have the right to assign this Agreement to any successors or assigns, including through operation of law, and all covenants, terms, and conditions shall transfer to and be enforceable by those successors or assigns. The Agency may not assign this Agreement.
  - b. ***Integration Clause.*** This Agreement constitutes the entire agreement between the parties relating to the subject matter of this Agreement and supersedes all prior agreements and understandings between the parties, whether written or oral.
  - c. ***No Amendment.*** This Agreement may not be modified or amended in any way except in a writing signed by both a duly authorized representative of the Agency and a duly authorized representative of the Company with actual authority to execute such a document.
  - d. ***No Waiver.*** Any non-enforcement, or delay in enforcement, of any provision of this Agreement by the Company will not operate or be construed as a waiver of the Company's right to strictly enforce this Agreement to its fullest extent in the future. Furthermore, the provisions of this Agreement may not be waived except in a written document signed by both a duly authorized representative of the Agency and a duly authorized representative of the Company with actual authority to execute such a document.
  - e. ***Choice of Law and Venue.*** This Agreement shall, in all respects, be construed in accordance with the laws of the State of Ohio without regard to the principles of the conflicts of law. Additionally, any cause of action for breach of this Agreement, or for a declaratory judgment on the obligations contained in this Agreement, shall be brought only in the state or federal courts serving Delaware County, Ohio. The Agency expressly consents to this exclusive venue and expressly concedes that these courts shall have personal jurisdiction over the Agency.
  - f. ***Severability.*** If any provision of this Agreement is found by any court of competent jurisdiction to be illegal, void, or otherwise unenforceable, then the remaining provisions of this Agreement will remain in effect and shall be fully enforced.
  - g. ***Notices.*** Where this Agreement requires that a Party provide written notice to the other Party, the notifying Party shall use the contact information found in Section 8 of this Agreement.



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- h. **Non-Compliance.** The Agency shall comply with all written dates and deadlines established by the Company. The Agency shall be in the process of activating or have an "Active" SAM.gov registration and FEMA Go account at the time of contract signing. Furthermore, the Agency agrees to maintain the validity of the SAM.gov registration throughout the pre-application, application entry, and award cycle of the FY2025 AFG cycle. Anything less than full compliance is viewed as non-compliance, which could result in the immediate cancellation of this contract.
13. **Prohibited Activity.** Willful, wanton, reckless, illegal, and / or arbitrary unauthorized actions performed by the Agency or the Agency's representative which could otherwise harm the integrity of the grant award or management process will be considered material breach of this Agreement and will result in the immediate cessation of grant management duties and cancelation of this contract, and (if illegal) the Agency's actions being reported to the most appropriate AFG officials and / or the Office of the Inspector General.
14. **Obligations and Remedies.** In the event that the Agency breaches the terms outlined in the Confidentiality Clause (Section 9 of the Agreement), the Agency will pay the Company as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to Ten Thousand Dollars (\$10,000.00) per individual occurrence
15. **Incorporation.** The Parties agree that this Agreement represents the entire agreement and understanding of the Parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever, with respect to the subject matter hereof. The express terms hereof control and supersede any course of performance and/or usage of the trade are inconsistent with the terms herein.
16. **Force Majeure.** No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, without limitation, the following force majeure events ("Force Majeure Event(s)") that frustrates the purpose of this Agreement:
- (a) acts of God.
  - (b) flood, fire, tornado, earthquake or explosion.
  - (c) war, invasion, (whether war is declared or not), terrorist threats or acts, riot or other civil unrest.
  - (d) government order or law.
  - (e) actions, embargoes or blockades in effect on or after the date of this Agreement.
  - (f) action by any governmental authority.
  - (g) local, national or regional emergencies.
  - (h) strikes, labor stoppages or slowdowns or other industrial disturbances.



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- (i) epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness).
- (j) emergency state.
- (k) shortage of adequate medical supplies and equipment.
- (l) shortage of power or transportation facilities.
- (m) other similar events beyond the reasonable control of the Impacted Party.



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IN WITNESS WHEREOF, the Parties hereto have the full power and authority to enter into and perform this Agreement on the date indicated below.

## THE COMPANY:

\_\_\_\_\_  
Mickey Smith

\_\_\_\_\_  
President / C.E.O – NFRG

\_\_\_\_\_  
Date

## THE AGENCY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## THE AGENCY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## THE AGENCY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## THE AGENCY – Fire Chief:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Resolution or Ordinance # \_\_\_\_\_ (if applicable)

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## Resignation

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From Jamar Perry <perryj@mifflin-oh.gov>

Date Mon 11/24/2025 9:56 AM

To Jamar Perry <perryj@mifflin-oh.gov>

Dear Chief Brian Dunlevy and the Mifflin Township Division of Fire,

I'm sorry to inform you that I am submitting my two-week notice of resignation. I've recently received an offer from the Columbus Division of Fire, and, after careful consideration, I have decided to accept it. My last day will be Saturday, December 6th, 2025.

Leaving Mifflin Township was not an easy decision by any means. I want to sincerely thank you for giving me the opportunity to serve and for believing in me. My time here has put me in a great position both professionally and personally, and it's allowed me to better provide for my family — something I'll always be grateful for.

It's been an honor to work alongside such a dedicated and supportive team. I appreciate all the guidance, experiences, and memories I've gained here.

Thank you for everything!

Respectfully,  
**JaMar L Perry**

JaMar L. Perry – 1261

Firefighter |3-Unit|

2452 Agler Rd

Columbus, OH 43224

Email: PerryJ@mifflin-oh.gov

Cell: (330) 809-9443

“Perspective drives performance every day of the week.

How you view what you do will always affect how you do what you do.”

— Inky Johnson

## Revize Web Services Sales Agreement

This Sales Agreement is between Mifflin, Ohio ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 11-14-25

### CLIENT INFORMATION:

Client Name: Mifflin OH  
 Client Address: 400 West Johnstown Rd, Suite 200  
 Client Address 2: P.O. Box 307630  
 Client City/State/Zip: Gahanna, OH 43230  
 Contact Name: Becky Swingle 614-471-0542  
swingleb@mifflin-oh.gov  
 Billing Dept. Contact: Becky Swingle 614-471-0542  
swingleb@mifflin-oh.gov

### REVIZE LLC:

Revize Software Systems  
 150 Kirts Blvd., Suite B  
 Troy, MI 48084  
 248-269-9263

Client Website Address: <https://mifflin-oh.gov/>

The CLIENT agrees to purchase the following products and services provided by REVIZE:

| Quantity    | Description   | Price            |
|-------------|---|------------------|
| 1           | Phase 1 – Project Planning and Analysis, onetime fee:   | \$900            |
| 1           | Phase 2 – Discovery & Design from scratch - One concept, three rounds of changes, home page and inner page designs and layout, includes Responsive Web Design.  | \$2,250          |
| 1           | Phase 3 & 4 – Revize Template Development - Set-up all CMS modules listed on the following page with I-framing or linking to any additional 3rd party web applications and CMS module updates. Onetime fee:   | \$3,800          |
| 1           | ONETIME DISCOUNT  | (\$400)          |
| 1           | Addons:<br>Interactive Online Fillable Forms – Onetime fee:   | \$1,950          |
| 1           | Phase 5 – Quality Assurance Testing, onetime fee:   | \$950            |
| 1           | Phase 6 – Site map development/content reorganization and content migration from old website into new website including spell checking and style corrections – up to 400 web pages and documents (approximate amount on your website today). To help eliminate stale content, Revize will not be moving over any calendar event items.  | \$0              |
| 1           | Phase 7 – Content Editing/Administrator Training, one-day session, remote, onetime fee:   | \$900            |
| 1           | Phase 8 – Go Live, onetime fee:   | Included         |
| 1           | Revize Annual Fee, pre-paid: Includes unlimited tech support, CMS software updates (up to 3 users), security software updates, and 24-hour website health monitoring. Website hosting on 4 redundant server farms included free of charge with SSL security certificate (10 GB storage space, 100 GB monthly bandwidth limit)<br>Includes Interactive Online Fillable Forms – Annual fee: | \$2,000<br>\$900 |
| Grand Total |   | \$13,250         |

Terms:



1. Five-year agreement. Revize will provide a free homepage redesign beginning in year 5 after 4 completed years of service.
2. Payments: All Invoices are due according to the due date on forthcoming invoice. All sent invoices will be due on a net 30 business day billing cycle.
3. Revize requires payments to be made according to the payment schedule listed on page 4.
4. All future payments are subject to annual appropriations approval from CLIENT.
5. Additional content migration, if requested, is available for \$3 per web page or document.
6. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
7. This agreement is the only legal document governing this sale & the proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the state of Michigan.
8. Both parties must agree in writing to any changes or additions to this Sales Agreement.
9. The CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
  - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
  - b. During the project, the CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
  - c. The CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
10. The CLIENT owns the design, content, and will receive software updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
12. Revize expects to complete phase 7 (training) of this project within 18-24 weeks from the date of the project kickoff meeting. Upon completion of phase 7 it is the CLIENT's responsibility to decide when to go live with the website. The CLIENT's decision to delay go-live for any reason, unrelated to a functional defect making the site inoperable, does not constitute breach of contract on the part of Revize. The CLIENT understands that it is incumbent upon the CLIENT to respond to Revize requests in a timely manner. The CLIENT further understands that any timeline delays due to their lack of timely communication do not constitute a breach of contract on the part of Revize.

## Enterprise Revize CMS License

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the CLIENT provided all payments for the entire length of the contract is fully paid. This system will then have the ability to be hosted and used by the CLIENT as long as they wish. Revize will provide reasonable support in transferring the CMS system to the CLIENT's decided upon hosting architecture.

Products CLIENT Owns Include:

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content

**AGREED TO BY:**

**CLIENT**

**REVIZE**

**Signature of Authorized Person:**

**Name of Authorized Person:**

**Title of Authorized Person:**

**Date:**

Brian Rohen

Account Executive

Please sign and return full sales agreement to: [brian@revize.com](mailto:brian@revize.com)

Fax 1-866-346-8880

## Payment Schedule & Interest-Free Payment Plans

### Revize Five-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over five years of service.

| Payment Amount | Due Date        | Payment Includes  |
|----------------|-----------------|---|
| \$ 4,970       | Year 1          | 20% of Project Cost + Year 1 Annual Hosting & Maintenance                     |
| \$ 4,970       | Year 2          | 20% of Project Cost + Year 2 Annual Hosting & Maintenance                     |
| \$ 4,970       | Year 3          | 20% of Project Cost + Year 3 Annual Hosting & Maintenance                     |
| \$ 4,970       | Year 4          | 20% of Project Cost + Year 4 Annual Hosting & Maintenance<br>+ Free Redesign! |
| \$ 4,970       | Year 5          | 20% of Project Cost + Year 5 Annual Hosting & Maintenance                     |
|                |                 |   |
| \$2,900        | Year 6 & beyond | Year 6 Annual Hosting & Maintenance   |

## **The Following Applications & Features will be integrated into Your Website Project**

Revize provides applications and features specifically designed for government websites. The applications and features are categorized into:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

### **Citizen's Communication Center Apps**

- Online Interactive Fillable Forms Builder
- Home Page Alerts
- Document Center with keyword search
- FAQs with keyword search
- Staff Directory with keyword search
- RFP/RFQ Bid Posting Templates
- Job Postings
- News Center with Facebook/Twitter Integration
- "Share This" Social Media App
- Photo Galleries
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Sliding Feature Bar
- Language Translator – over 95 languages

### **Citizen's Engagement Center Apps**

- Citizen Request Center with Captcha
- Online Bill Pay
- RSS Feed

#### Staff Productivity Apps

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Online Web Form Builder with drag & drop text fields
- Bid Posting
- Website Content Archiving
- Website Content Scheduling

#### Site Administration and Security Features

- Audit Trail
- Drag and Drop Menu Management
- Drag and Drop Picture Management
- Drag and Drop Document Management
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

#### Mobile Device and Accessibility Features

- ADA Compliant WCAG 2.1 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

# Service Level Agreement

## Revize Maximum Response Times via Severity Level

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Crisis issues, determined by Revize, are defined as when a website error renders the CMS program or website completely unusable or nearly unusable or introduces a high degree of operational risk and no workaround is available. Until this error is resolved, the website is essentially halted. A large number of users and or core program functionality are severely impacted.

Critical issues are defined as website errors that are an inconvenience, or causes an inconsistent behavior of the website, which does not impede the normal functioning of the website. It could be an error that occurs consistently and affects non-essential functions and is an inconvenience which impacts a small number of users. May also contain visual errors for the graphical display of the website that is not ideal but still functioning correctly.

Normal issues are defined as an error that has a small degree of significance or is a minor cosmetic issue, or is a one-off case. A one-off case occurs when the error occurs and cannot be reproduced easily. These are errors that do not impact the daily use of the website. A low error is something that does not affect normal use, and can be accepted for a period of time, but the user would eventually want changed.

### Technical Support Escalation:

If an issue cannot be remedied by the Tech Support technician within 3 days, it will be escalated to the CTO, Ray Akshaya. If the problem is not resolved within 3 business days, then the Business Development Director, Joseph Nagrant, will assemble a team to work on the issue and have a conference call with the client explaining the resolution path the company will take to resolve the issue. If additional time is needed, the Business Development Director will contact the client and notify the client with an explanation and a follow up date as agreed by both the client and Revize.

### Revize Support

- 8 a.m. – 8 p.m. EST Phone Support (Monday thru Friday)
- 24/7/365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- Training refreshers
- Video tutorials and online training manual

[www.revize.com](http://www.revize.com)